

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO. CAFC-16-06

OPEN: April 5, 2016
CLOSE: Open Until Filled

POSITION TITLE: Architect/Project Manager
GRADE & SALARY: CL 29 (\$73,698 - \$119,816)
TERM APPOINTMENT (30 to 32 Months)

NOTE: Salary in accordance with recruitment and promotion rules

About the Court

The United States Court of Appeals for the Federal Circuit was established under Article III of the Constitution on October 1, 1982. The court was formed by the merger of the United States Court of Customs and Patent Appeals and the appellate division of the United States Court of Claims. The court is located in the Howard T. Markey National Courts Building on historic Lafayette Square in Washington, D.C.

The Federal Circuit is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. Appeals to the court come from all federal district courts, the United States Court of Federal Claims, the United States Court of International Trade, and the United States Court of Appeals for Veterans Claims.

The court also takes appeals of certain administrative agencies' decisions, including the United States Merit Systems Protection Board, the Boards of Contract Appeals, the Patent Trial and Appeal Board, and the Trademark Trial and Appeals Board. Decisions of the United States International Trade Commission, the Office of Compliance, an independent agency in the legislative branch, the Government Accountability Office Personnel Appeals Board, and the Department of Justice Bureau of Justice Assistance also are reviewed by the court.

Position Overview

This position is located in the Administrative Services Office of the United States Court of Appeals for the Federal Circuit (CAFC) and reports directly to the Administrative Services Officer/Operations Manager. The Architect/Project Manager oversees the courthouse construction, renovation, remodeling, and projects for the National Courts Building (NCB) Complex and offsite CAFC space.

Responsibilities of the Architect/Project Manager include, but are not limited to:

- Oversee the design and renovation process, to include review of drawings, specifications, schedules, cost estimates, and other documents to ensure compliance with general project integrity, conformity, and quality. Ensure that court requirements are met by the General

Services Administration (GSA) and contractors in accordance with the *U.S. Courts Design Guide* and applicable judiciary and CAFC policies.

- Provide technical advice and recommendations to judges, the Circuit Executive/Clerk of Court, and other Senior Staff to assist in defining CAFC construction or renovation needs.
- Direct and assume responsibility for all phases of renovation and alteration projects, including all design and construction aspects through project close-out stages.
- Coordinate efforts of various entities to ensure timely action on accomplishment of successive phases of the work. Conduct periodic meetings with all concerned parties to review progress, discuss problems, and develop solutions. Ensure all concerned parties are advised of requirements, changes, problems, and potential solutions.
- Maintain project log of court actions, desires, and preferences related to the project.
- Utilize software developed for computer assisted drawing and similar computer design technology to develop layouts, plans, blueprints, and designs.
- Prepare and present periodic reports on project status and/or funding requirements.
- Participate in and coordinate construction and alteration planning. Coordinate scheduling, plan, communicate, and resolve the resulting effects on the court and its staff.
- Act as the court's liaison with the GSA and contractors. Ensure the completeness and timeliness of project delivery.
- Make recommendations or determinations regarding deviations from schedule and actions which alter operational characteristics of the project.
- Coordinate project security issues with the U.S. Marshals Service as required.
- Oversee and coordinate maintenance and preservation of existing structures, including GSA-leased commercial properties. Coordinate with GSA and other landlords on all rent, space, and other similar tenant issues.
- Perform other related duties, as assigned or required.

Required Education/Experience

The ideal candidate will possess a thorough knowledge and understanding of the theories, principle practices, and techniques of architectural and interior design, space and facility planning, and project management; the ability to read, modify, and analyze blueprints, shop drawings, specifications, government regulations, and contracts; knowledge of and skill in using computer technology, including AutoCAD, Microsoft Excel, database applications, and project management programs; knowledge of the regulations, requirements, and procedures related to the acquisition, renovation, maintenance, and repair of Federal space and facilities. Prior experience working on Federal projects is preferred.

Education

Professional architectural or engineering degree from an accredited institution. Active membership with the American Institute of Architects (AIA) is highly desired.

Experience

Candidates must have a minimum of four years of specialized experience that included the functional areas of architectural design and major project development. Experience must be equivalent to the CL-28 (GS 12) or higher.

Application Process and Information:

Application packages should include a cover letter and an **Employment Application** (Form [AO-78](#) – Visit the court’s website at www.cafc.uscourts.gov and click on “Human Resources” link).

You may mail or email your complete package to:

U.S. Court of Appeals for the Federal Circuit
717 Madison Place, NW, Suite 410-HR
Washington, DC 20439
Attention: Architect/Project Manager CAFC-16-06

E-Mail to: cafcjobs@cafc.uscourts.gov

Other Information

Only those applicants selected for an interview will be contacted and must travel at their own expense. Reimbursement for travel and/or relocation is not available.

The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

This is an “Excepted Appointment” and “At Will” position. Federal Government Civil Service classifications or regulations do not apply. As a condition of employment, applicants must successfully complete an FBI fingerprint and background check. This position is subject to EFT (direct deposit of earnings).

Must be a U. S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.